Job Description: Finance Assistant

About the Breastfeeding Network

The Breastfeeding Network (BfN) is a registered charity dedicated to supporting thousands of families across the UK with evidence-based information and practical support. We are committed to providing high-quality services and operate with the highest ethical standards. Our team is diverse and passionate about making a positive impact on the communities we serve.

The Finance Assistant is a vital member of the Central Support team, contributing to the continued effective functioning and impact of the charity.

Role Summary

The Finance Assistant will provide efficient and accurate support by inputting financial records, ensuring smooth financial operations and generating and analysing reports using Sage and Excel. This is an excellent opportunity for a hard-working colleague to make a difference and further develop skills and experience in charity finance within a supportive and values-driven organisation.

# Main duties and work tasks

* Input and maintain accurate and timely financial records and payment systems.
* Check submitted expenses and accompanying receipts for accuracy and validity
* Process invoices and requests for payment.
* Verify payments from donors, commissioners, members and Friends, as required.
* Support bank reconciliations and assist the Finance Officer in preparing payment runs.
* Assist in preparing financial reports for internal purposes, funders and audit.
* Respond to finance-related queries from staff and relevant external parties.
* Provide financial administrative support to the team, as agreed.
* Monitor that financial paperwork and filing is accurate and up-to-date, meeting audit standards.
* Contribute to the review of budgetary information as required.
* Contribute to the update of finance policies as needed.
* Participate in relevant training and development opportunities to meet BfN requirements and maintain skills.
* Where appropriate, provide occasional cover to support the work of the finance team and other central team colleagues.

*This is not an exhaustive job description and may be subject to change according to the needs and development of the role. It is expected that the post holder may undertake such other duties as may be reasonably requested.*

Person Specification:

What we are looking for

**The following criteria will be used to help us assess candidates for this role.**

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| **Essential** |
| * Details orientated and proactive
* Strong data entry and analysis skills, including attention to detail and accuracy
* Proficiency and relevant experience of Excel, Sage and Microsoft 365
* Experience in a relevant finance-related role
* An organised approach to work, managing own deadlines, good judgment in adapting to emerging priorities
* Takes responsibility to work efficiently under own initiative and to problem solve proactively
* Communicates effectively and efficiently with people at all levels/ from all backgrounds in person, on the telephone and by email
* Works remotely on a varied programme of work, with limited supervision, whilst keeping colleagues informed as needed
* Ability to produce financial data and reports
* Trust worthy and strong sense of integrity
* Commitment to learning and continuous self- improvement
* Demonstrable commitment to the work and values of BfN
* Suitable home-working environment
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| **Desirable** |
| * Experience of contributing to bids, funding proposals and reports
* Experience of working with charities, volunteers in a resource constrained environment
* Relevant financial training
* Knowledge and experience of information governance / GDPR requirements
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